

5 Attempt any **one** part of the following : 10×1

- (a) Define a Technical proposal and distinguish it from a Technical report, especially in terms of its structure.
- (b) With reference to an advertisement in The Hindustan Times, write a letter to M/s HINDUSTAN Cables Ltd., Calcutta, enquiring the price, terms of sales, etc.

6 Attempt any **one** part of the following : 10×1

- (a) What role does body language play in making oral presentation attractive and effective ?
- (b) What are the barriers to Technical communication ?
- Explain.

7 Comment any two parts of the following : (based on the essays from Improve Your Writing) 5×2

- (a) But, whether for good or ill, it is scientific technique that is the main cause of the changes that the world is undergoing.
- (b) The aim of the scientist is to say only one thing at a time, and to say it unambiguously and with the greatest possible clarity.
- (c) Science and humanities share in common the capacity to arouse a particular form of aesthetic responses - the pleasure which is induced by those products of creative effort in which discrete elements of matter or experience are brought together in a meaningful organization.
- (d) In at least three ways, philosophy functions as a comprehensive sciences, synthesizes the sciences, and it is mother of the sciences.



(Following Paper ID and Roll No. to be filled in your Answer Book)

PAPER ID : 9604

Roll No.

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B.Tech

(SEM I) ODD SEMESTER THEORY EXAMINATION 2009-10
PROFESSIONAL COMMUNICATION

Time : 3 Hours]

[Total Marks : 100

Note : Attempt all questions.

SECTION - A

- 1 This question contains 20 matching type/fill in the 20×1 blanks/objective type questions. Specific instructions are given further :

(Instruction : for question No. a, b, c, d, e)

Match the parts of list **A** with that of list **B** :

List A

List B

- | | |
|---|--|
| (a) Communication is a | spontaneous expression of responses / ideas. |
| (b) Communication between higher to lower level | an event carried back to some one. |
| (c) Informal communication involves | are called imperative sentences. |
| (d) Sentences which command or request actions | is downward communication. |
| (e) A report is a description of | circular process. |



(**Instruction** : for question no. f, g, h, i, j, k, l, m, n, o)
Fill in the blanks with most appropriate word/expression on the basis of the course contents prescribed to you :

- (f) The essay "Science and Survival" is written by
- (g) To achieve clarity, one must use the correct word
- (h) In a periodic sentence the main clause comes at the
- (i) The pronouns should agree with their in number gender and person.
- (j) He died heart failure.
(insert a preposition)
- (k) Under upward communication the flow of information is from Level.
- (l) His watch is superior to and better that.
(insert a suitable word)
- (m) car must be insured.
(insert a suitable article)
- (n) A speech made without any previous preparation is
(write one word substitute in the blank)
- (o) In communication, speech came first and the writing system was developed

(**Instruction** for question nos. p, q, r, s, t)

Read the following sentences and underline the portion carrying the ambiguities / mistakes :

- (p) He only scored ten runs.
- (q) A study of his last two novels reveal his disillusionment with life.
- (r) My brother as well as my friends love listening to music.

- (s) Each of the five students have been asked to see the principal.
- (t) The train was two hours late, so my husband and I decide to wait in the car.

SECTION - B

2 Attempt any **three** parts of the following : 10×3

- (a) Economy is one of the features of technical writing. Explain with examples.
- (b) Write a paragraph on Inductive method of writing.
- (c) You have recently joined a company as a technical expert. Write a report to the Managing Director regarding the need for improvement of the communication system in the company.
- (d) To participate effectively in an effective presentation one requires the right combination of speaking abilities and strategies. - Explain.
- (e) Explain features of kinesics in non-verbal communication.

SECTION - C

3 Attempt any **one** part of the following : 10×1

- (a) What are the various media of expression ?
- Explain.
- (b) What are the conversational problems of second/foreign language users ? - Describe.

4 Attempt any **one** part of the following : 10×1

- (a) "Man's treatment of man has not always been human." Using the sentence as your topic sentence, write a paragraph using the deductive method.
- (b) How is Technical writing different from General writing ? Explain with at least two examples in which the former is different from the latter.